

CITY OF LOS ALTOS

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

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COMMERCIAL TENANT IMPROVEMENTS SUBMITTAL REQUIREMENTS

PLAN SUBMITTAL HOURS:

8:00 A.M. — 11:30 A.M. AND 1 P.M. — 4:30 P.M.

CLOSED FOR STAFF MEETINGS:

8:00 A.M. — 9:00 A.M. — TUESDAYS

PLEASE NOTE:

THE PLANNING DIVISION **MUST** REVIEW AND APPROVE ALL CONSTRUCTION DRAWINGS PRIOR TO SUBMITTING TO THE BUILDING DEPARTMENT FOR EXTERIOR MODIFICATIONS, HVAC ALTERATIONS & USE CHANGES.

THIS HANDOUT ESTABLISHES A PROCEDURE FOR PLAN REVIEW SUBMITTALS FOR EXISTING BUILDINGS. ACCORDING TO CURRENT CALIFORNIA BUILDING STANDARDS (2013 CBC, 2013, GBSC, 2013 CPC, 2013 CMC, 2013 CEC AND 2013 CALIFORNIA ENERGY CODE), PERMITS ARE REQUIRED WHEN BUILDINGS OR STRUCTURES ARE CONSTRUCTED, ALTERED, REPAIRED, MOVED, CONVERTED OR DEMOLISHED. THEREFORE, THE FOLLOWING GUIDELINES SHALL BE REVIEWED BEFORE COMMENCING ANY WORK.

PLAN DOCUMENT SUBMITTAL REQUIREMENTS:

- A. COMMERCIAL PLAN CHECK PERMIT APPLICATION.
- B. FOUR (4) COMPLETE SETS OF DESIGN PLANS (18"x24" OR 24"x36") SHEETS SIZE PREPARED BY A LICENSED ARCHITECT OR ENGINEER DRAWN TO A STANDARD OF PRACTICE SCALE, (TYPICALLY 1/4" = 1' / 0") 2 OF WHICH NEED TO BE WET STAMPED AND SIGNED.
 1. COVER SHEET SPECIFYING:
 - A. PROJECT NAME (MARKET READY TENANT IMPROVEMENT OR TENANT NAME) & ADDRESS
 - B. PROJECT GOVERNING CODES: CALIFORNIA BUILDING STANDARDS
 - C. PROJECT GENERAL NOTES AND SPECIFICATIONS
 - D. PROJECT DATA:

OCCUPANCY TYPE	B OR M, ETC.
CONSTRUCTION TYPE	VB, II-B, ETC.
FLOOR AREA	(SQ. FT.)
 - E. STATEMENT OF PROJECT SCOPE OF WORK AND PROPOSED USE OF SPACE.
 2. SITE PLAN SHOWING AND SPECIFYING:
 - A. LOCATION OF BUILDING ON THE SITE AND TENANTS OR OCCUPANCY TYPES ADJACENT TO THE PROPOSED TENANT IMPROVEMENT.
 - B. SHOW "PATH OF TRAVEL" FROM THE PROPOSED TENANT IMPROVEMENT TO "ACCESSIBLE PARKING SPACES" AND THE "PUBLIC WAY".
 3. FLOOR PLAN(S) SHOWING AND SPECIFYING:
 - A. ALL EXISTING AND NEW MODIFICATIONS RELATED TO THE REMOVAL (DEMOLITION) AND ADDITION OF WALLS, DOORS, NEW ROOMS AND "ACCESSIBLE" RESTROOMS.
 4. PROVIDE ADDITIONAL DETAIL AND SPECIFICATION SHEETS RELATED TO WALL TYPE AND CONNECTION REQUIREMENTS, DOOR SIZE, TYPE AND HARDWARE REQUIREMENTS AND ACCESSIBILITY DETAILS.

5. PROVIDE ADDITIONAL PLAN, DETAIL AND SPECIFICATION SHEETS, WHERE NECESSARY TO SHOW AND SPECIFY ALL EXISTING AND NEW MECHANICAL HVAC SYSTEMS, DUCTS, INTAKE AND EXHAUST REGISTERS AND FANS, ELECTRICAL PANEL(S), LIGHT FIXTURES, OUTLETS AND SWITCHES AND PLUMBING FIXTURES AND PIPING, ETC.
6. PROVIDE TITLE 24 ENERGY COMPLIANCE DOCUMENTS FOR LIGHTING, BUILDING ENVELOPE HEATING AND AIR CONDITIONING SYSTEMS THAT HAVE BEEN CHANGED, ADDED OR MODIFIED.
7. PROVIDE REFLECTED CEILING PLAN.
8. PROVIDE DESIGN FOR ANY (N) OR MODIFIED T-BAR CEILING. 1615A.1.16
 - A. INDICATE METHODS TO PROVIDE HORIZONTAL AND LATERAL FORCE BRACING INCLUDING LIGHT FIXTURE AND MECHANICAL EQUIPMENT ATTACHMENT.
9. INCLUDE STRUCTURAL CALCULATIONS (WHERE APPLICABLE)
10. SHOW ALL ACCESSIBLE FEATURES PER FEDERAL ADA REQUIREMENTS AND C.B.C. CHAPTER 11.
11. PROVIDE (2) 8-1/2 X 11 COPIES OF THE 2013 CALGREEN NON-RESIDENTIAL CHECKLIST MANDATORY MEASURES WHEN APPLICABLE. THIS CHECKLIST TO ALSO BE PLACED AS A SHEET INSIDE ALL SETS OF PLANS.

PRIOR TO ISSUANCE OF PERMIT ALL FOOD (RESTAURANTS, COFFEE HOUSE, GROCERY STORE, ICE-CREAM STORE, ETC.) MUST OBTAIN APPROVAL FROM THE SANTA CLARA COUNTY HEALTH DEPARTMENT. THEY ARE LOCATED AT 1555 BERGER DRIVE, SAN JOSE, CA 95112 AND CAN BE REACHED (408) 918-3400.